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Bulletin
of
Colorado
State normal School
Jan. 1st 1911

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Bulletin of Colorado State Normal School

Issued Semi-Monthly

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VOLUME VIII. JANUARY 1, 1919. NUMBER 3.

BIENNIAL REPORT

Of The

COLORADO STATE NORMAL SCHOOL AT GUNNISON

To The

Twenty-second General Assembly of the State of Colorado for the Biennium Dec. 1, 1916 to Nov. 30, 1918.

Gentlemen:

By the friendly co-operation of the State of Colorado, Gunnison County, and the town of Gunnison, there has been developed in Western Colorado a unique State Normal School.

I. THE TRAINING SCHOOL

By a contractual relation with the Board of Education of the town of Gunnison, the public schools of the town, comprising the Pine Street School and the Colorado Street School, in which all the eight elementary grades are taught, constitute the training school of the Normal School. Here the advanced Normal students, under careful supervision, acquire practical experience in teaching. The Supervisor of the Training School is paid one-half of his salary by the State and one-half by the town. For the latter stipend, he serves as Principal of the Gunnison public schools. All the other teachers of the public school are employed jointly and serve not only as grade or departmental teachers, but also as supervising teachers for the Normal School.

The following condensed statement shows the cost of the training school for the year 1917-18:

	Paid by Town	Paid by State
Principal and Supervisor	$1000.00	$1000.00
Assistant Principal and Assistant Supervisor	545.00	545.00
Five Grade Teachers and Supervising Teachers	3735.00	810.00
Janitors	665.00	0.00
Operating Expenses	2751.03	0.00
	$8696.03	$2355.00

At a comparatively small cost to the State, the Normal School thus has a training school made up of all the children of elementary school age in Gunnison and not of a selected group of children which too often compose the model school of a Normal School. In this school, senior students in the Normal School obtain real experience under actual conditions in teaching. That the pupils of the public school do not suffer by being practiced upon, is evidenced by their educational progress as shown by standard tests and by the enthusiastic approval of the plan by both the pupils and their parents.

Through this co-operation, the pupils of the public school receive the benefit of instruction in the following departments of the Normal School: Household Economics, Industrial Arts, Music, Art, and Physical Education.

From the standpoint of the Normal School, the Training School is the cap sheaf of the whole system for here prospective teachers acquire skill in the art of teaching by putting into practice what they have learned in the

Normal School in subject matter and in the science of teaching. Here they demonstrate their fitness to teach, and no student is graduated from the Normal School until he has successfully demonstrated his ability to teach a class in the presence of the State Examining Board. It is on the basis of such a practical examination that the Board awards State Certificates which are Life Diplomas authorizing the holders to teach for life in the public schools of the State.

II. THE HIGH SCHOOL

While many State Normal Schools maintain and operate a High School as a part of their Training School, at Gunnison such a high school is maintained by Gunnison County. The levy of 1.1 mills on a valuation of $16,080,000.00 enables the Gunnison County High School Committee to operate a fully accredited four-year High School. This school is conducted in the Normal School building, and its teaching staff and that of the Normal School and the Training School constitute one Faculty. With the development of the Normal School and the increase in its facilities, it will undoubtedly extend its work to the preparation of teachers for the Secondary Schools. The High School will then afford splendid facilities for student teaching by prospective High School teachers. Under the terms of the contract between the Normal School Trustees and the High School Committee, the Trustees furnish rooms in a heated building, rent free, while the High School Committee pays salaries to instructors as indicated by the following budget:

Salary Budget, Gunnison County High School for the School Year 1917-18

Superintendent	$ 200.00	
High School Principal	200.00	
Instructor in French and Spanish	1400.00	
Instructor in Home Economics	455.00	
Instructor in Mathematics	1200.00	
Instructor in History	1350.00	
Instructor in Latin and English	1500.00	
Instructor in Business Branches	1500.00	
Instructor in Agriculture	1200.00	
Instructor in Industrial Arts	1500.00	$10,505.00

The High School also bears its share of incidental expenses as indicated by its expenditures for the past year, as follows:

Football Suits and Athletic Material	$ 50.00
Musical Instruments for Band and Orchestra	130.00
One-half Equipment of Boys' Club	515.00

County High School Building

In May, 1918, the qualified voters of Gunnison County voted a bond issue of $50,000.00 for a building for the County High School. These bonds have been sold at a premium of $10.00 per $1000.00, and the money is invested subject to call by the High School Committee. In the election an issue was made of the location of the proposed building whether it should be built upon the two blocks of land in the eastern part of the town of Gunnison owned by the County High School, or whether it should be built on the Normal School campus as a part of the Normal School plant. The vote of 366 for and 64 against the proposition, indicates the desire of the people of Gunnison County to build the new High School building on the Normal School grounds.

On May 15, 1918, the Gunnison County High School Committee passed the following resolutions:

WHEREAS, the Gunnison County High School District has heretofore voted to bond said District, in the sum of Fifty Thousand Dollars for the erection of a County High School Building, at Gunnison, Colorado; and

WHEREAS, It appears to this Board, that it is vitally necessary, for the best interests of the State Normal School at Gunnison as well as of said High School District, that said building be constructed on the Normal

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School grounds and in conjunction with the buildings about to be constructed by the State thereon; and

WHEREAS, Said High School District Committee has this day by resolution, fixed the site of said building so to be constructed, on the south side of said Normal grounds and immediately south and between the south line of said grounds and the Normal building now constructed thereon, providing good and sufficient title, to not exceeding three acres thereof can be secured from the State of Colorado for that purpose;

NOW THEREFORE, Be it resolved that the tract heretofore referred to and which shall be immediately surveyed and definitely described by metes and bounds and a copy of said survey filed with the Secretary of this Board, be conveyed or otherwise transferred or leased to said High School District, for High School purposes and for the purpose of constructing and maintaining said High School building, provided such conveyance or transfer can be legally made; and the Attorney General is requested to take up the matter of such legality with the attorney of said School District and report to this Board as soon as practicable.

The nominal consideration for the transaction and the details for the common use of the building to be made to the satisfaction of both parties at the time of the execution of the documents.

Because of legal technicalities, nothing has been done, as yet, toward giving the High School a building site on the Normal School grounds, but a bill transferring such a site will be presented to the Twenty-second General Assembly for its consideration. For surveyor's plat of proposed building site, see page 13.

III. THE NORMAL SCHOOL

The Normal School admits graduates of accredited High Schools to its regular first-year work and gives them three years of teacher training. Upon the satisfactory completion of the first two years' work, students are granted the degree of Bachelor of Pedagogy and a Life Certificate. An additional year's work earns the degree of Master of Pedagogy.

Its Field

The Normal School confines its efforts to training teachers for the rural schools and for the elementary grades of town and city schools. Its field, elementary education, is so broad that it does not, as yet, attempt the training of teachers for the High Schools. Since its graduates are to work with the children of all the people, the school endeavors to inculcate in every way a thoroly democratic spirit. Fraternities are not allowed; and membership in social, literary, musical. Christian, and recreational organiztions is open to all students in the order of their application and on the same terms.

Fine Arts

Perhaps the most unique feature of the work of the Normal School is the plan of giving, without special fees, instruction in music, art, and public speaking. Instructors in the fine arts are employed at regular salaries, and their services are available to any student who wishes either to discover or to develop any special talent which he may have. Every student is encouraged to take work in either voice, piano, organ, violin, art, or public speaking, and so qualify for leadership in the communities where he will work. We do not send our graduates out as reformers. They go, rather, as missionaries to work with communities. We realize that we cannot do very much **for** people; but we know we can do wonders **with** them.

Faculty

"As is the teacher, so is the school." Realizing this, we spare no pains in combing the entire United States for teachers of fine personality, excellent ability, and superior training. During the regular academic years of the past biennium, the Faculty consisted of thirty-two instructors. In the summer schools, this number was increased to about forty.

The regular Faculty members (thirty-two), are carried on the three payrolls as follows:

The Public Schools of the Town of Gunnison
2 Half-time Instructors
5 Part-time Instructors
The County High School
3 Part-time Instructors
7 Whole-time Instructors
The State Normal School
10 Part-time Instructors
15 Whole-time Instructors

The following forty-one Normal Schools, Colleges, and Universities are represented by the Faculty members of the Colorado State Normal School, who either hold degrees from the institutions mentioned, or have done graduate work there:

Albion College, Michigan 1
Art Institute, Chicago 1
Baker University, Kansas 1
Chicago Musical College 1
Chicago Normal School of Physical Education 1
Clark University 1
Colorado Agricultural College 1
Colorado College 1
Colorado State Normal School 5
Colorado State Teachers' College .. 5
Columbia Unive sity 5
Cornell College, Iowa 1
Denison Conservatory of Music, Ohio 1
Drury College, Missouri 1
Elias Day School of Oratory 1
Gregg School, Chicago 1
Grinnell College, Iowa 1
Harvard University 3
Hillside College, Michigan 1
Illinois State Normal University .. 1
Iowa State Teachers' College 4
Knox College, Illinois 1
Lake Forest University 1
Missouri State Normal School, Cape Girardeau 2
Missouri State Normal School, Springfield 1
New England Conservatory 2
New York Normal School 1
Smith College, Mass. 1
Southern University, Texas 1
State University of Iowa 1
University of California 1
University of Chicago 8
University of Colorado 4
University of Denver 2
University of Illinois 3
University of Indiana 2
University of Kansas 1
University of Minnesota 1
University of Wisconsin 3
University of Washington 1
Vanderbilt University 1

Enrollment

The Normal School enjoyed a steady and rather rapid growth from its opening in 1911 to the beginning of the World War. The following registration statistics are significant:

1911-12	376	1914-15	731
1912-13	433	1915-16	776
1913-14	651	1916-17	852

Summary of Enrollment 1917-1918

Regular Academic Year	135
Correspondence Students	43
Summer School of 1918	300
High School	127
Training School	255
Total	860
Counted Twice	33
Net Total	827

Summary of enrollment for the first month of the Fall Term, 1918, from September 15 to October 14, at which date the school was closed by the Influenza Quarantine:

Regular Resident Normal School Students	70
High School	116
Training School	195
Total in residence	381
Correspondence Students	13
Extension Students—Group Plan	342
Rural Demonstration School	15
Total enrollment	751

Geographic Distribution of Summer School Students of 1918

Colorado

Alamosa	5	Mesa	43	Rockford, Ill.	1
Boulder	2	Montezuma	10	Metropolis, Utah	1
Chaffee	1	Montrose	40	Price, Utah	2
Costilla	1	Otero	1	Waco, Texas	1
Delta	56	Ouray	5	Pomeroy, Wash.	1
Denver	2	Pitkin	3	North Point, Pa.	1
Fremont	5	Prowers	1	Gloversville, N. Y.	1
Garfield	5	Pueblo	2	Nashville, Tenn.	1
Gunnison	77	Rio Blanco	2	Beloit, Kansas	1
Hinsdale	2	Rio Grande	6	TOTAL	300
Kiowa	1	Saguache	3		
La Plata	6	San Juan	1		
Las Animas	4	San Miguel	6		

Other States:

Alumni

The Normal School is a vocational school and as such prepares young people for the specific work of teaching in the public schools of the state. Practically all the students who enroll have definitely made up their minds to teach. Our problem, therefore, is not so much to induce them to undertake the definite preparation required, as to weed out those unfortunate ones who cannot adapt themselves to teaching or those whose best is not good enough. It is a kindness, however, to the student, in the long run, and a blessing to the public for the school to refuse graduation to those who, after fair trial in the classroom and in the training school, fail to measure up. As a consequence, graduates are in great demand; and practically all, except the few who enter matrimony at once and those who continue their preparation, teach school. The following numbers of graduates by years, therefore, indicate the number of public school teachers prepared for the State by the Normal School:

Year:	Degree: Pd. B.	Pd. M.
1912	8	—
1913	22	—
1914	32	—
1915	59	5
1916	50	3
1917	42	7
1918	56	2
Total	269	17

Number of Alumni holding Bachlor of Pedagogy Degrees	269
Master of Pedagogy Degrees only	4
Pd. B. and Pd. M. Degrees	13
Total number of Degrees conferred	286
Total number of Alumni	273

Appointments Bureau

This bureau is a clearing house for School Boards in need of teachers and Normal School graduates seeking teaching positions. Cumulative records of all graduates of the school are kept, and it is a common occurrence for this bureau to secure deserved recognition and promotion for alumni. The work is conducted on the systematic plans used by approved teachers' agencies with one exception—that no commission is charged. Before the end of last August, every member of the 1918 classes—58 in number—was placed; and before the end of September, every undergraduate, even those who had attended only a short summer session, who wanted to teach, had a position. For the past three months, this bureau has not had any one available for any grade work, and has been unable to recommend any one for over forty calls from school boards and superintendents. This unprecedented demand for teachers is largely responsible for the slump in the enrollment of the Normal Department in the fall of 1918.

Expenses

Expenses are kept down to the minimum. The fee for a regular term of twelve weeks is $5.00. Text books are supplied free from the Library. Rooms in homes having modern conveniences cost generally five or six dollars a month for each student where two students occupy a room; in rooms not modern, four or five dollars. For light housekeeping there are arrangements by which students from several rooms cook in a common kitchen; but the tendency is to abandon the light housekeeping in favor of boarding at the "Co-op." This is a boarding hall equipped by private donations and the school, The boarders pay the rent, the cost of fuel, ice, etc., and they pay for food. Each member contributes fifty cents a week for the cooking.

During most of the year 1917-1918, the "Co-op" employed two cooks, six waitresses, and four dishwashers. It catered to about eighty people, and the total cost was fourteen dollars the calendar month, or forty-seven cents a day each.

The Cafeteria, managed by the Department of Home Economics, is run on a penny basis and supplies nourishing noon-day meals at a minimum cost.

Loan Fund

A student loan fund of over $2,500.00 has been accumulated by the Advisory Board, and has proved "a friend in need" to many students. This fund is in constant circulation as it is lent to students, usually during their senior year, and repaid during their first year of teaching. The loans bear no interest until after the students have left school.

Scholarships

Ten scholarships for each term are at the disposal of the Advisory Board for any deserving students who may need them.

War Activities

Because it was impossible for the Normal School to secure the attendance of one hundred boys, the school could not qualify for a division of the Student Army Training Corps. Nevertheless, we have made the school a war center, and I am pleased to report the following lines of activity:

1. Thrift and Savings. The School is organized into five War Savings Societies, and each one makes a weekly report of sales. Each member pledged the "limit". The Faculty furnished the County Director of W. S. S. The quota was $126,180.00. The total pledges secured totaled $178,295.00 —"over the top"by 41 per cent.

2. Red Cross. The Normal School has a 100 per cent membership. The students are organized into eleven divisions for War Work.

3. Liberty Loans. Students and Faculty solicited under direction of the County Chairman and assisted materially in securing over subscriptions in each drive. The La France Literary Society secured honorable mention for the notable success of its members.

	Quota	Amt. raised	"Over the Top"
First Liberty Loan, No quota assigned		$ 27,400,00	
Second Liberty Loan	$ 79,300.00	86.300.00	8.8 per c't
Third Liberty Loan	92,300.00	212,050.00	129 "
Fourth Liberty Loan	178,750.00	212,550.00	19 "

4. Liberty Loan Programs. In the Third and Fourth Liberty Loan Campaigns, an entertainment troupe of seven Faculty members gave programs at various points thruout the county. Quite a number served also as speakers in the various drives.

5. Food Conservation. A member of our Faculty served as County Food Conservator till the end of last July. Our Cafeteria and Student Co-operative Boarding Club conserve food and use substitutes and keep down expenses in a remarkable manner.

6. Food Production. Practically all our forty-three acre campus is devoted to food production. We have raised quantities of potatoes, wheat, oats, peas, turnips, rutabagas, beets, cabbage, cauliflower; carrots, parsnips, and other hardy garden truck. We have built a poultry house to accommodate two hundred hens and have it stocked with over one hundred fifty.

7. War Educational Work. The following courses bear directly upon War Work: Institutional Cookery, Hoover Emergency Course, First Aid and Surgical Dressings, Patriotic Training, Military Tactics for Women—Our Battalion of Death—and Dietetics.

8. Industrial Work. Our shop has an order for forty-eight hospital tables and will make them as soon as the "Flu"ban is lifted. This shop is finely equipped for wood work. The addition of planer, joiner, circular saw, and mortiser last year, provides first class equipment for making furniture of which we make a good deal for the school.

9. Registrant Questionnaires. Several members of the Faculty have assisted the Local Board with the work connected with questionnaires, and the examining physician in keeping physical and health data.

10. United War Work. For the United War Work Campaign, our Faculty furnished the County Chairman, the Chairman of the Victory Boys, the Chairman of Victory Girls, the Secretary, and several solicitors. The quota of Gunnison County was $8,700.00. The total of the subscription was $11,428.00—"over the top" by 31 per cent.

11. Liberty Choruses. We have organized a Liberty Chorus with over one hundred members and have already given one concert. The County Chairman and the Director of our Local Liberty Chorus are Faculty members.

12. Historical Data. One instructor is compiling personal records of all the boys of Gunnison County (335) who have been called to the colors.

Extension Work

A plan has been worked out whereby the State University at Boulder, the State Teachers' College at Greeley, and the Colorado State Normal School at Gunnison, have employed a Superintendent of Extension Work jointly for Western Colorado. He maintains headquarters at Grand Junction and has organized groups for professional study in the principal towns of the Grand and Gunnison Valleys. The superintendent has been fortunate in securing the co-operation of many superintendents and principals who assist him as local instructors and class leaders. He is thus able to extend his work to the small towns and rural communities. Credits made in this group study work are accepted at full value by the three co-operating institutions.

Besides the supervised group work, the Normal School gives about thirty courses by correspondence, the purpose being to enable ambitious teachers in service to forge ahead professionally even when they cannot be in residence at school. Each course is given by a regular member of the Faculty who supplies a syllabus and directions for each lesson. A limited number of hours toward graduation may thus be earned in non-residence.

Rural Demonstration Schools

In the remote, isolated rural or mining districts, where there can be little supervision and where salaries are low, where the problems are biggest, and the work is most difficult, there the young, inexperienced teacher is compelled to begin her work. If she succeeds she is soon drawn into a

graded or city system. If she fails, she drops out of teaching. In either case, her place is soon taken by another novice. In order to give these young girls a fighting chance, really in the hope of making them successful from the first day, contractual relations with two rural schools near Gunnison have been established whereby the Normal Students may spend a school month (20 days) in the school and community, first observing the teacher, then assisting the teacher, and finally teaching the school under the sympathetic supervision of the teacher. She participates in the social life of the community and discovers her degree of adaptability to rural conditions and her capacity for leadership.

Summer School

For the convenience of the ambitious teachers-in-service and to give a little assistance to high school graduates who go out as teachers, the Normal School conducts each year a summer school of six weeks. The regular Faculty is somewhat enlarged by the employment of some of the city Superintendents of Western Colorado, and the school offers a greatly enriched program of studies.

The Summer School is maintained largely by student fees, but these are made as low as possible—a flat rate of $18.00 entitles the student to all the privileges of the school.

Gunnison is an ideal place for summer work.

The following condensed statement of the last two summer schools gives an accurate idea of them from a business standpoint:

1917 Summer School

Total enrollment	351
Number of Instructors	42

Receipts

From the Twelfth District Normal Institute	$ 725.00	
From Student Fees and Lectures	4,756.92	$5,481.92

Disbursements

Salaries from the Twelfth District Normal Institute	$ 725.00	
Other salaries and Janitor Service	5,992.82	
Rent of M. E. Church and Boys' Club	205.00	$6,922.82

The excess of expenditures over income of the Summer School was $1,440.90, which was paid from the Normal School funds. This amount represents the cost to the state of the 1917 Summer School.

1918 Summer School

Total enrollment	300
Number of Instructors	37

Receipts

From the Twelfth District Normal Institute	$ 680.00	
From Student Fees	4,170.40	
Miscellaneous Income		
Agricultural Department	109.02	
Cafeteria	312.54	
Home Economics	28.50	
Library Fines	4.99	
Rebate on Freight	8.20	
Public School Fund (July Apportionment)	386.24	$5,699.89

Disbursements

Salaries for the Twelfth District Normal Institute	$ 680.00	
Other Salaries and Janitor Service	5,497.60	
Rent of M. E. Church and Boys' Club	205.00	
School Supplies	23.95	
Library	29.50	
Home Economics	153.95	
Cafeteria	96.41	
Publicity	50.60	
Laundry	11.50	
Science	11.70	$6,760.21

The excess of expenditures over income of the Summer School was $1,060.32, which was paid from the Normal School funds. This amount represents the cost to the State of the 1918 Summer School.

Needs

The immediate needs of the Normal School may be grouped as follows:

First, in order to keep the Gunnison County High School as an integral part of the school and to enable the High School Committee to erect its new building as a part of the enlarged plant, it is necessary that the Legislature convey a building site to the High School.

Second, in order to legalize the degrees and diplomas of the Normal School, it is desired that the Governor be empowered to create an Examining Board of three members for the school. Two of these, the State Superintendent of Public Instruction, and the President of the Normal School being **ex officio** members, but the third being a County Superintendent from Western Colorado, appointed by the Governor.

Third, in order that Colorado may share in the Federal appropriation of one hundred million dollars ($100,000,000.00), contemplated by S. B. 4987, by Senator Hoke Smith, it is necessary that the Legislature appropriate dollar for dollar of the Federal money. Among other meritorious features of this bill, it makes an appropriation of $15.000,000.00 annually to the several states for the support and equipment of their teacher-training institutions, especially those schools that prepare teachers for the rural schools.

Colorado has 6573 public school teachers. She should receive $158,409.30 from the Federal Government for teacher training. Doubling this amount would make available a minimum of $316.818.60 for teacher preparation in her tax supported Normal School and Colleges.

If Colorado should equal the Congressional allotment with the sum beyond what is now being spent for teacher preparation, our State would soon occupy pre-eminence in Public School Education. The safety and advancement of Democracy demands no less than this for the sake of her children.

Building Plans

Mr. William B. Ittner, Architect, after making a survey of the present plant and grounds and a careful consideration of the immediate needs of the Normal School and its building funds, has prepared plans for an enlarged building. See page 18 and following. It will require the income from one-twentieth of three-tenths of a mill for several years together with the fifty thousand dollars voted by Gunnison County, and all that can be saved from operating expenses to construct the proposed additions. The estimated cost of the additions by units is as follows:

High School Wing	$50.000.00	
Auditorium and Gymnasium	95,000.00	
Administration	12.000.00	
Heating Plant and Ventilating System	20,000.00	
Changes in Present Building	8,000.00	$185,000.00

SUMMARY OF EQUIPMENT

November 1, 1918

A complete inventory of all property is filed with the State Auditor.

Manual Training Department		$ 2286.61
Art Department		520.00
Mathematics Department		44.50
Latin Department		76.00
Primary Department		88.00
Science Department		
Zoology	$138.21	
Physics	361.50	
Chemistry	40.00	
Furniture of Laboratory	141.75	681.46
English Department		
Room 17	107.50	
Room 29	49.50	157.00
Commercial Department		
Room 22	261.00	
Room 21	676.75	937.75
Agriculture and Farm		161.45
Education and Psychology		
Room 27	159.00	
Room 37	90.50	249.50
Secretary's Office		1275.86
President's Office		151.00
Home Economics		
Cooking Room	622.90	
Sewing Room	190.50	813.40
Library		9232.50
Orchestra and Band Instruments		609.00
Pianos (7)		1116.00
Music Department, Room 20 A		28.10
Music Department, Room 31		56.00
History		146.00
Assembly Hall		603.50
Janitor's hall		9.75
Gymnasium Equipment		500.00
Co-operative Boarding Club		692.28
Boys' Club		938.00
Chipeta Hall		425.75
Normal Building (Shades and Pictures)		209.00
Heating Plant, Plumbing, and Ventilating System		6131.00
Museum		2500.00
		$30,639.41

FINANCIAL STATEMENT

For the Fiscal Year Dec. 1, 1916, to Nov. 30, 1917

Taxes .03 mill tax (H. B. No. 307, 1915 Session Laws)	$35,557.86	
Interest on Delinquent Taxes	416.80	
Public School Income	983.33	
Fees, Summer 1917	4,458.46	
Fees, 1917	1,842.05	
Agriculture	234.62	$43,493.12
To Balance, Nov. 30, 1917		3,919.46
		$47,412.58

Disbursements,

To Balance, November 30, 1916	$ 2,798.23	
To Vouchers, December, 1916	2,906.73	
January, 1917	2,826.10	
February	2,750.08	
March	2,838.70	
April	3,617.29	
May	4,763.37	
June	3,006.47	
July	8,391.74	
August	2,404.38	
September	2,783.74	
October	4,573.52	
November	3,752.23	$47,412.58

For the Fiscal Year Dec. 1, 1917 to Nov. 30, 1918

Receipts,

Taxes .05 mill tax (H. B. No. 139, 1917 Session Laws)	$61,762.91	
Interest on Delinquent Taxes	403.70	
Public School Income	906.33	
Cash Collections from Fees, Agriculture, etc.	6,844.75	$69,917.69

Disbursements,

To Balance, November 30, 1917	$ 3,919.46	
To Vouchers, December, 1917	3,508.12	
January, 1918	3,471.52	
February	3,269.10	
March	3,834.10	
April	4,835.34	
May	4,894.89	
June	14,883.49	
July	2,451.64	
August	2,621.03	
September	3,942.50	
October	3,869.93	
November	2,846.65	$58,347.77
Balance to Credit of School, Nov. 30, 1918		11,569.92
		$69,917.69

In March, 1918, the Board of Trustees employed, at an expense of $536.00 for services, the John B. Geisbeek and Company of Denver, to install a new system for the keeping of the records and accounts of the Colorado State Normal School. The system provides for the following statements to be supplied from the books:

1. A trial balance, which could not be had from the old system, because the books were not on the double-entry plan.
2. A statement of income and expenses by departments for one month and for the period beginning with the academic year, September 1.
3. A statement of resources and liabilities, showing the financial standing of the school at the end of any month or period.

The financial statements attached herewith illustrate the statements which are prepared at the close of each month.

STATE NORMAL SCHOOL

Balance Sheet

November 30, 1918

ASSETS

Real Estate		$ 5,000.00
Normal Building		45,418.12
Furniture and Equipment		27,526.68
Prepaid Insurance		360.30
Produce and Poultry		1,289.12
Amounts Receivable for Fees		18.50
State of Colorado:		
Income Credited	$22,308.56	
Portion Prepaid (Deducted)	3,027.85	
	19,280.71	
Cash:		
Emergency and Petty Cash Fund	214.74	
Treasurer of School	492.75	
		19,988.20
		$99,600.92

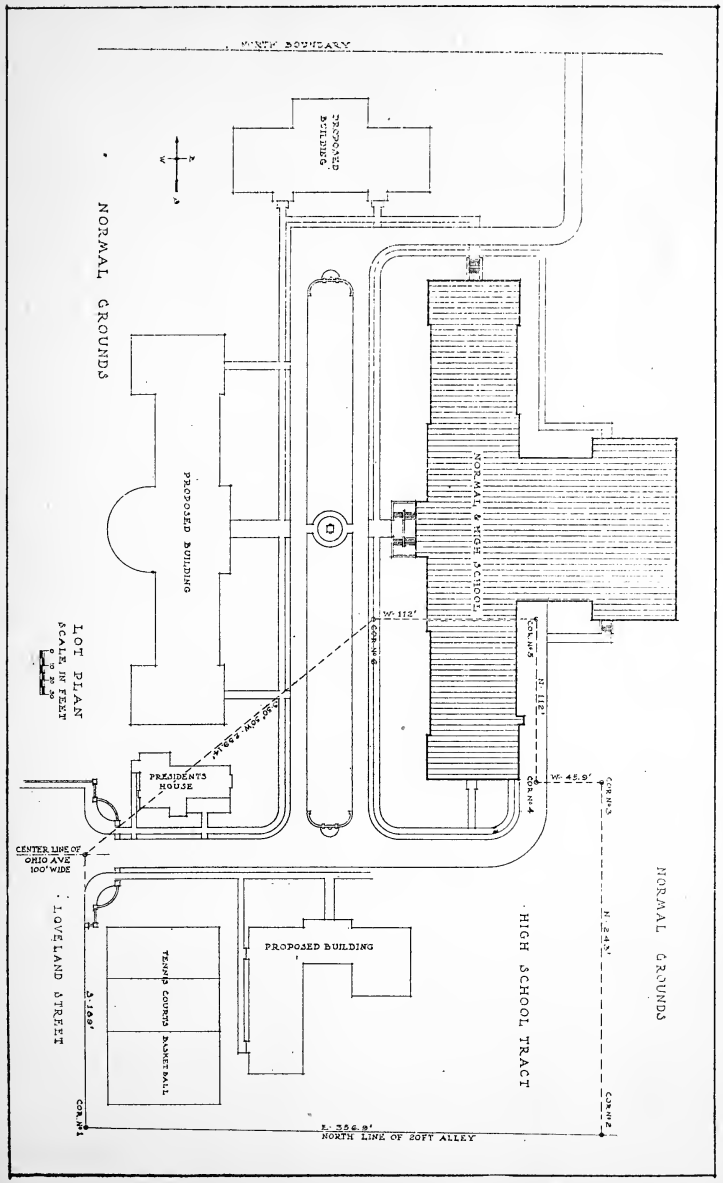
LIABILITIES

Accounts payable		
Salaries Accrued	$ 1,725.78	
Towel Deposits	8.00	$ 1,733.78
State of Colorado—Vouchers Drawn		.10,738.64
Total Liabilities		12,472.42
Excess of Assets over Liabilities		87,128.50
Represented by		
Capital Surplus	76,351.08	
Donations Account	5,050.00	
	81,401.08	
Excess of Income over Expenses (Added)	5,727.42	
	87,128.50	
		$99,600.92

BUILDING FUND

By H. B. No. 137 of 1917 Session Laws a building fund was created for State Institutions. The act provides that, beginning with the year 1917 and continuing for ten consecutive years, upon all taxable property of the State of Colorado, three-tenths of one mill of the assessed valuation of the taxable property shall be assessed and collected. This bill became a law March 24, 1917. The apportionment of this levy to the Colorado State Normal School is one-twentieth of three-tenths of a mill on every dollar collected, and amounts to the following:

Taxes, 1917	$19,552.50	
Taxes, 1918	21,330.90	
Unexpended Income from the .05 mill levy for buildings and maintenance	11,569.92	
Total		$52,453.32



Proposed Building Site for County High School

STATE NORMAL SCHOOL

Statement of Income for the Period Sept. 1, 1918—Nov. 30, 1918.

			Budget Estimate for 1918-19
Fees			
Normal Fees		$ 285.00	
Less Scholarships	$105.00		
Less Faculty Fees	30.00	135.00	
		$ 150.00	$ 4,000.00
Extension Department Fees		88.00	$ 200.00
Music Private Fees		75.00	300.00
Delinquent Fees			
Miscellaneous Income:			
Agricultural Department		715.94	700.00
Home Economics Department			
Library Fines and Fees		26.93	60.00
Manual Training Department			
Physical Training Department			
Total Own Income		$ 1,055.87	$ 5,260.00
State and County Income:			
Portion of State Income accruing monthly (less 5 per cent) (Building and Equipment Fund excluded)		16,887.00	67,547.85
Gunnison Co. H. S. Com. Portion of Income accruing monthly. (Paid in 9 installments)		2,994.76	9,105.00
		$20,937.63	$81,912.85

STATE NORMAL SCHOOL

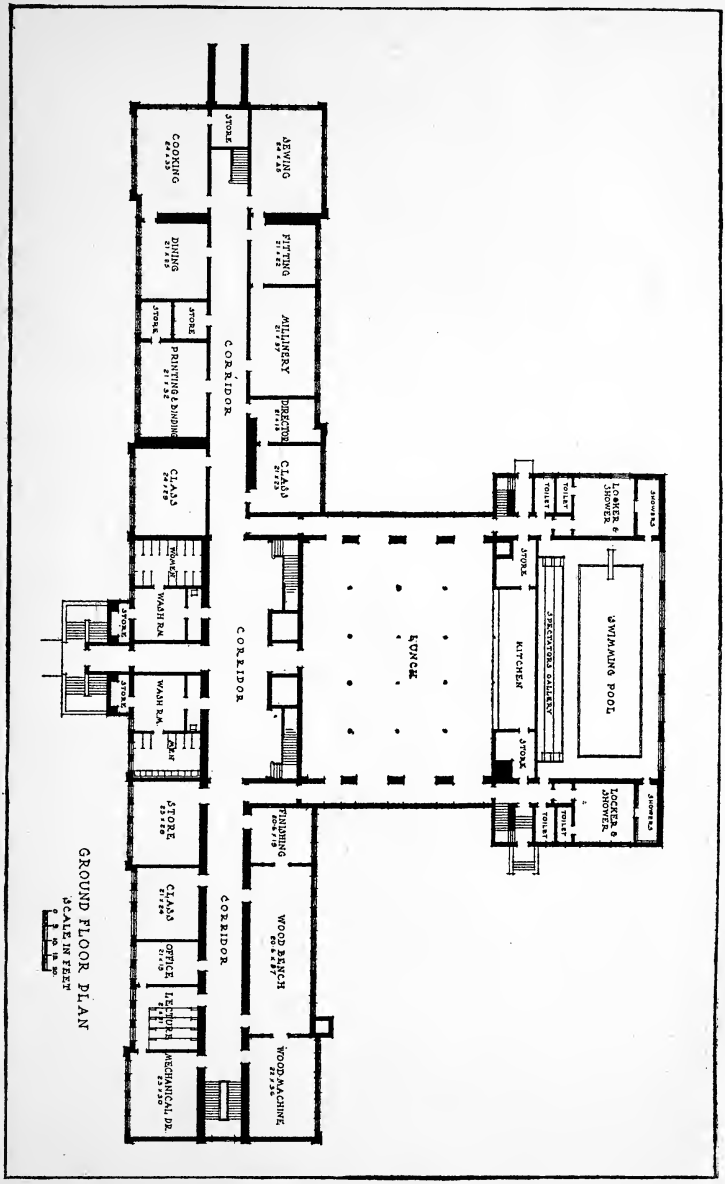
Statement of Expense for the Period Sept. 1, 1918—Nov. 30, 1918.

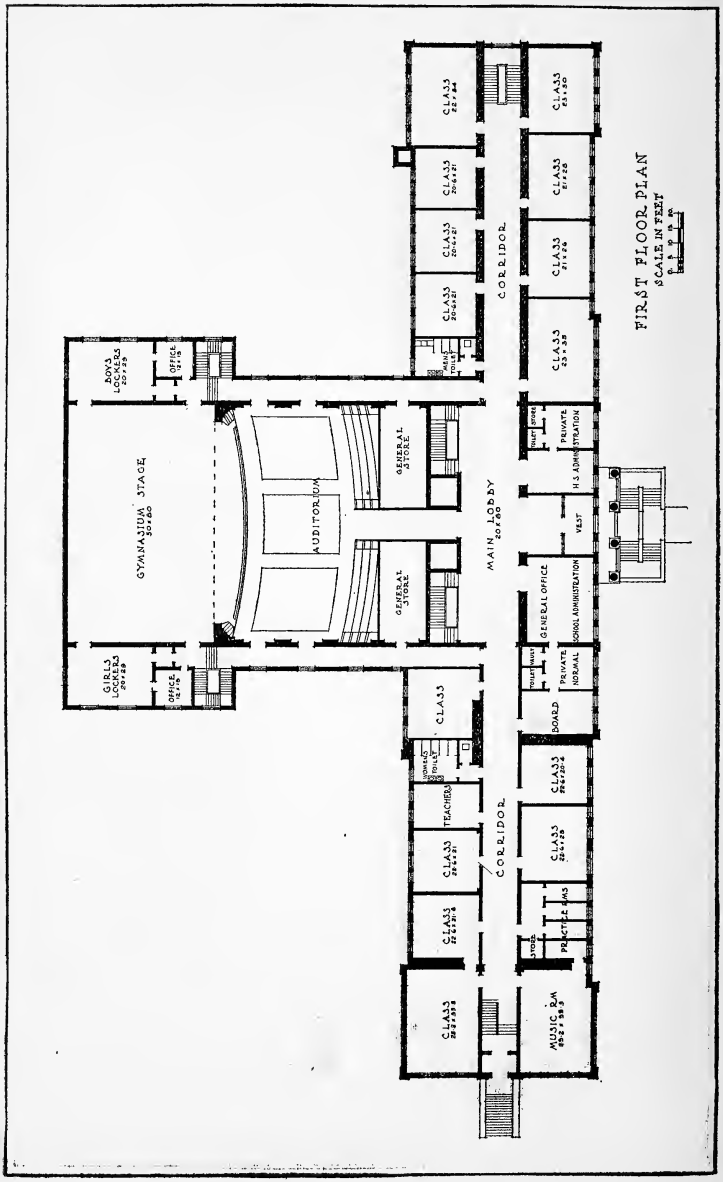
	Salaries	Other Expenses	Total Expense	Budget Estimate of Sal. 1918-19	Budget Estimate of Ex. 1918-19
Normal and High School:					
Ag'ral Dep't Expense	$ 283.35	$452.52	$ 735.87	$ 600.00	$1000.00
Business Training Dep't	766.68	22.00	788.68	2000.00	300.00
Drawing and Art Dep't	511.68	3.96	515.64	1535.00	100.00
Education and Psyc'gy Dep't	766.68		766.68	2300.00	100.00
English Dep't	1500.00		1500.00	4400.00	100.00
His., Civics, Geog. Dep't	450.00	11.05	461.05	1350.00	75.00
Home Economics Expense	551.67	35.68	587.35	1855.00	260.00
Latin Dep't	500.01		500.01	1500.00	
Manual Training Expense	283.35	82.04	365.39	1500.00	200.00
Mathematics Dep't	650.01		650.01	1950.00	75.00
Mod. Language Dep't	180.00		180.00	1400.00	
Music Dep't	1122.28	25.00	1147.28	4100.00	100.00
Physical Ed. Dep't Ex.	400.02	4.50	404.52	1500.00	
Primary Dep't	433.35	1.80	435.15	1300.00	
Rural Dem. Schools	255.84	39.25	295.09	1000.00	
Science Dep't	533.34	1.10	534.44	1600.00	545.59
Training School	785.01		785.01	2355.00	
Chipeta Hall		119.75	119.75		
Boys' Club		98.00	98.00		
Miscellaneous					
Ext. Dep't Expense	166.65	6.98	173.63	800.00	200.00
Library Expense	350.01	304.92	654.93	1300.00	1160.00
General:					
Exec. Salaries and Exp.	1120.83		1120.83	5700.00	
Office Expense	583.34	154.43	737.77	2800.00	1500.00
Gen. School Sup. and Exp.		748.94	748.94		1705.00
Telephones and Telegrams		32.08	32.08		360.00
Traveling		146.60	146.60		1000.00
Insurance Expense		50.80	50.80		246.27
Bld'gs and Ground Main'ce	225.00	40.77	265.77	900.00	1814.00
Publicity		195.88	195.88		2400.00
Fuel, Light, and Water		22.91	22.91		
Cafeteria		97.30	97.30		
Co-operative Club		92.85	92.85		
Excess of Income over Exp.			5727.42		
	$12419.10	$2791.55	$20937.63	$43745.00	$13240.86

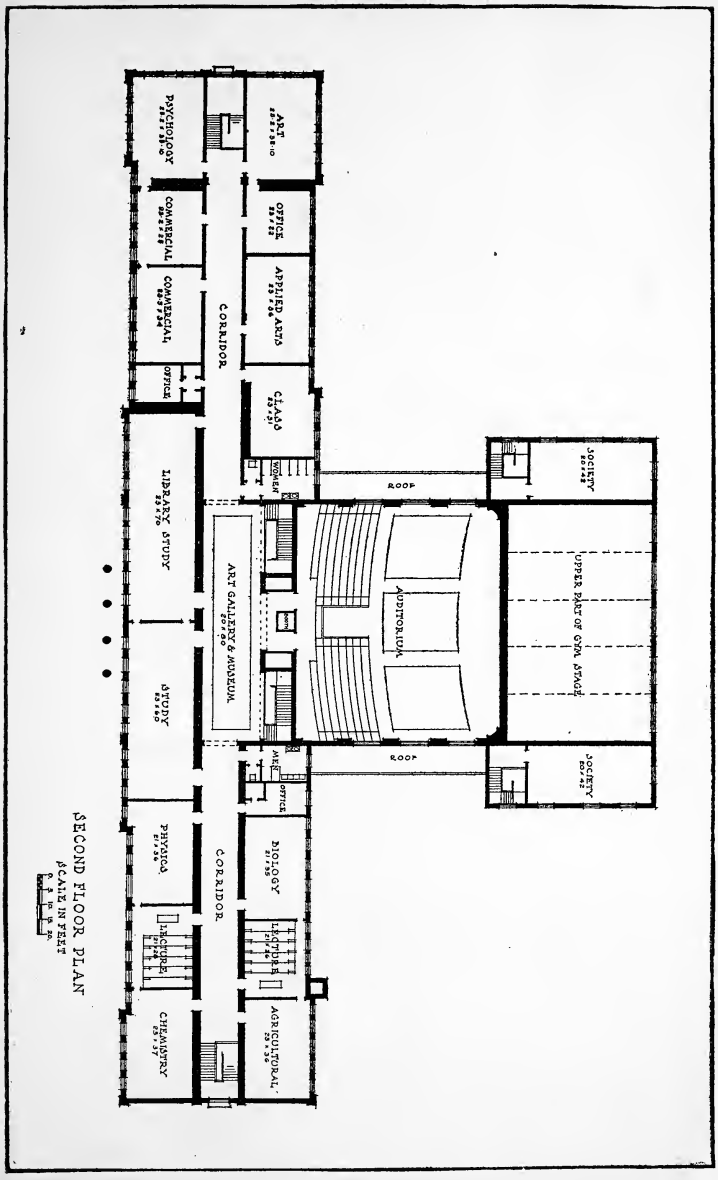
STATE NORMAL SCHOOL

Statement of Income for the Month of November, 1918.

		Budget Estimate for 1918-1919
Fees		
Normal School Fees		$ 4,000.00
Less Scholarships		
Less Faculty Fees		
Extension Department Fees	$ 24,00	200.00
Music Private Fees		300.00
Delinquent Fees	2.00	
Miscellaneous Income		
Agricultural Department	69.08	700.00
Home Economics Department		
Library Fines and Fees	6.01	60.00
Manual Training Department		
Physical Education Department		
Refund on Telegrams	3.22	
Total Own Income		$ 5,260.00
State and County Income		
Portion of State Income accruing monthly (less 5 per cent) (Building and Equipment Fund Excluded)	$5,629.00	$67,547,85
Gunnison County High School Committee. Portion of Income accruing monthly (Period of 9 months)	1,011.66	9,105.00
	$6,744.97	$81,912.85

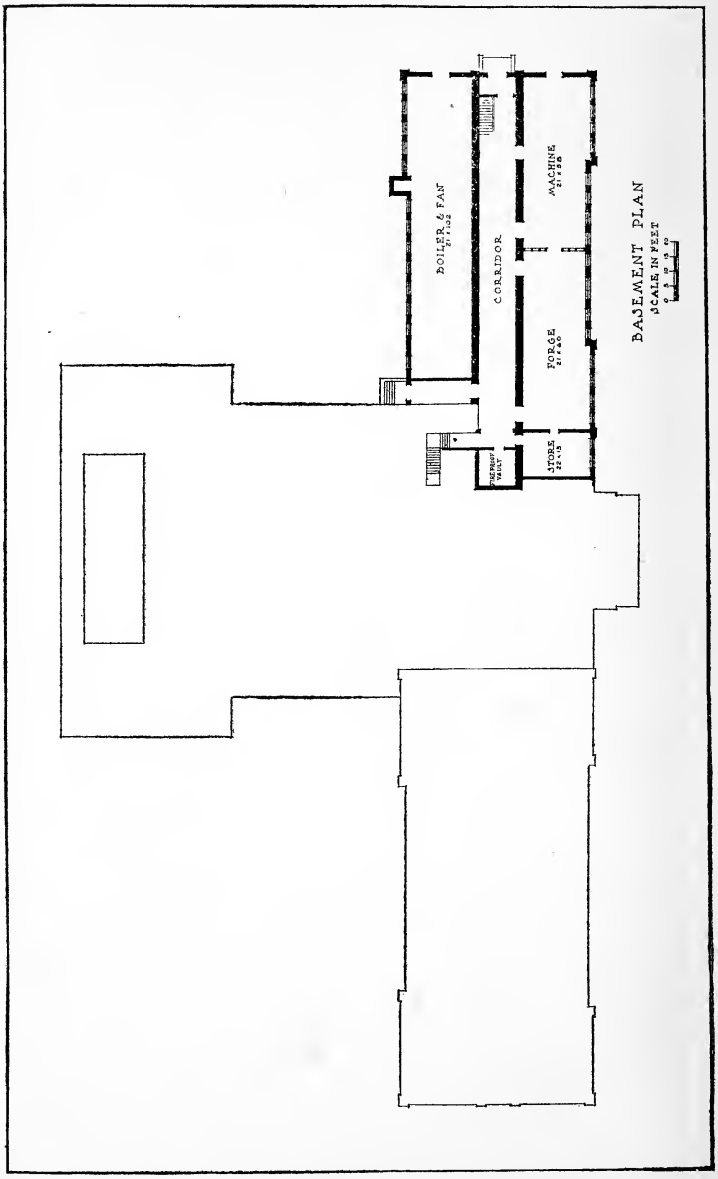

SEWING
FITTING
MILLINERY
DIRECTOR
CLASS
COOKING
DINING
PRINTING & BINDING
CLASS
STORE
CORRIDOR
WASH RM.
LUNCH
KITCHEN
SPECTATORS GALLERY
SWIMMING POOL
LOCKER & SHOWER
TOILET
SHOWERS
FINISHING
WOOD BENCH
WOOD MACHINE
MECHANICAL DR.
LECTURER
OFFICE
CLASS
GROUND FLOOR PLAN
SCALE IN FEET


FIRST FLOOR PLAN
SCALE IN FEET
CORRIDOR
MAIN LOBBY
AUDITORIUM
GYMNASIUM STAGE
GENERAL STORE
GENERAL OFFICE
SCHOOL ADMINISTRATION
PRIVATE
NORMAL
BOARD
TEACHERS
CLASS
MUSIC RM
PRACTICE RMS
BOYS LOCKERS
GIRLS LOCKERS
OFFICE
STORE
MEN TOILET
WOMEN TOILET



SECOND FLOOR PLAN

SCALE IN FEET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CORRIDOR
MACHINE
FORGE
STORE
BASEMENT PLAN
SCALE IN FEET

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